

Using Your WordPress Blog



ACKNOWLEDGMENTS

OITQ Team

Winnie Bracco, Technology Innovation Manager

Phyllis Berkowitz, Instructional Technology Specialist

Kelly Gallagher, Instructional Technology Specialist

Richard Gross, Instructional Technology Specialist

Kin Fung Leung, Instructional Technology Technician

Frances Newsom-Lang, Instructional Technology Specialist

Frances O'Neill, Instructional Technology Specialist

Ellen Phillips, Instructional Technology Specialist

Kathleen Roberts, Instructional Technology Specialist

Robert Sweeney, Instructional Technology Specialist

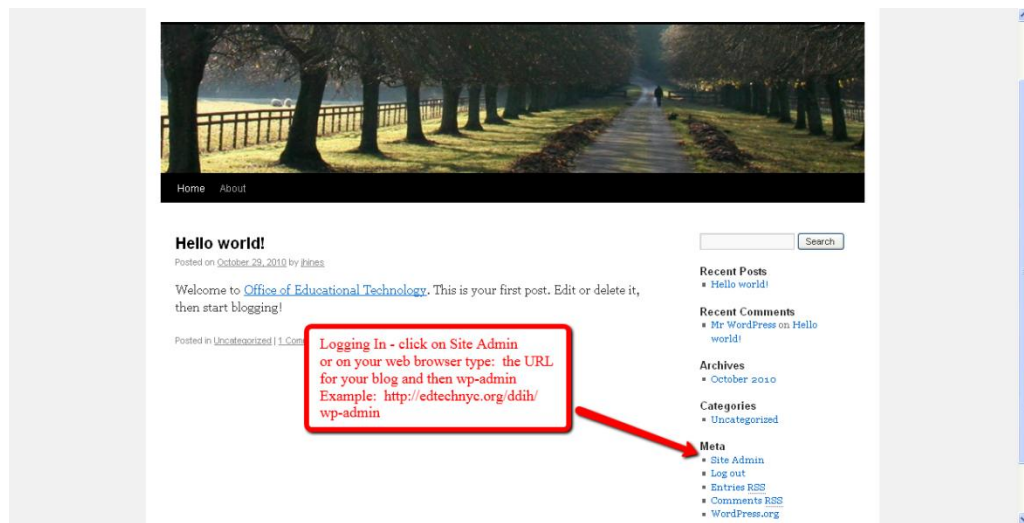
Michael Swirsky, Instructional Technology Specialist

Adding New Posts to your new blog

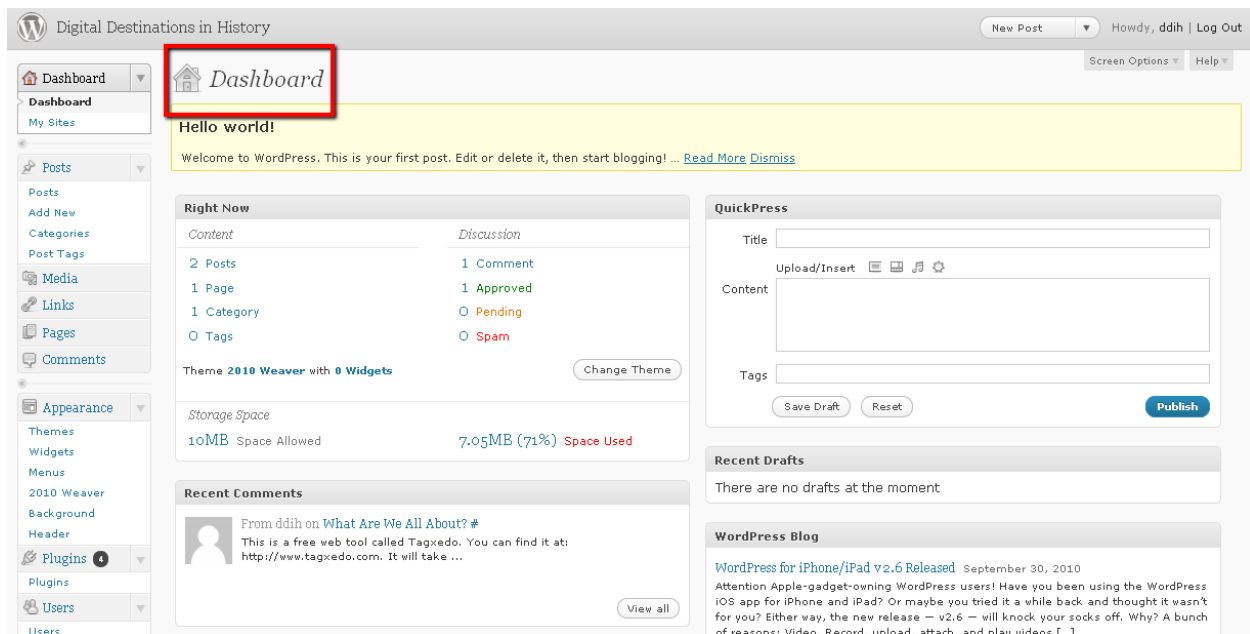
First step in adding a new post to your blog is to log in. Your staff developer should have given you your log in information.

The URL or address to your blog is: <http://edtechnyc.org/> first initial+ last name. For example: Frances O'Neill's blog address is: <http://edtechnyc.org/foneill>

To log in, click on **Site Admin**. Another way is to go to the web browser, type in your blog's address and then (<http://edtechnyc.org/> / first initial+ last name/**wp-admin**)



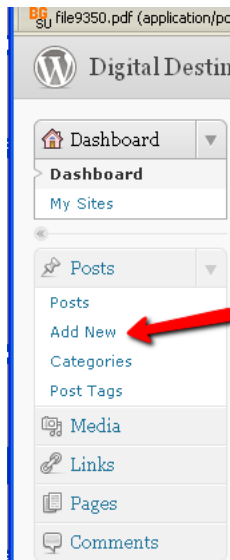
Once you are logged in you will see your **DASHBOARD**.



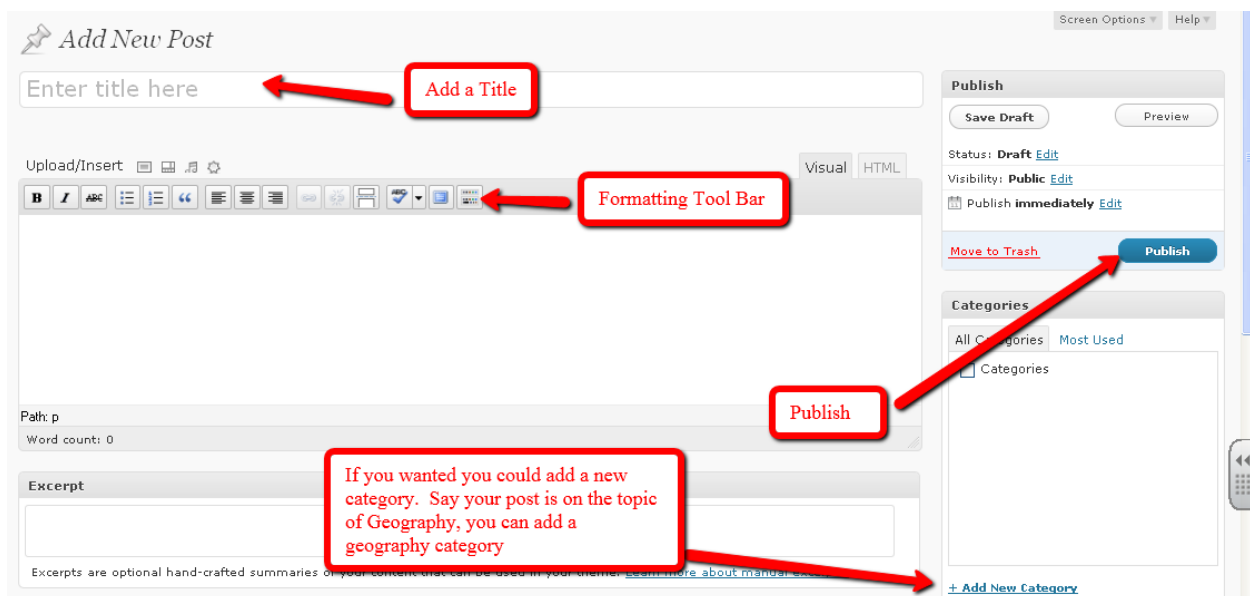
The Dashboard is the back end section of your blog. Anything added to the blog will be done here on this page called the **DASHBOARD**.

So Let us add a Post.....

Pay attention to the left hand side of the **DASHBOARD**, where it says  **Posts, Add Posts.**



When you click on **Add Posts**, you will see a text box that allows you to add your content. Remember a post should be content, grade, and standards relevant.



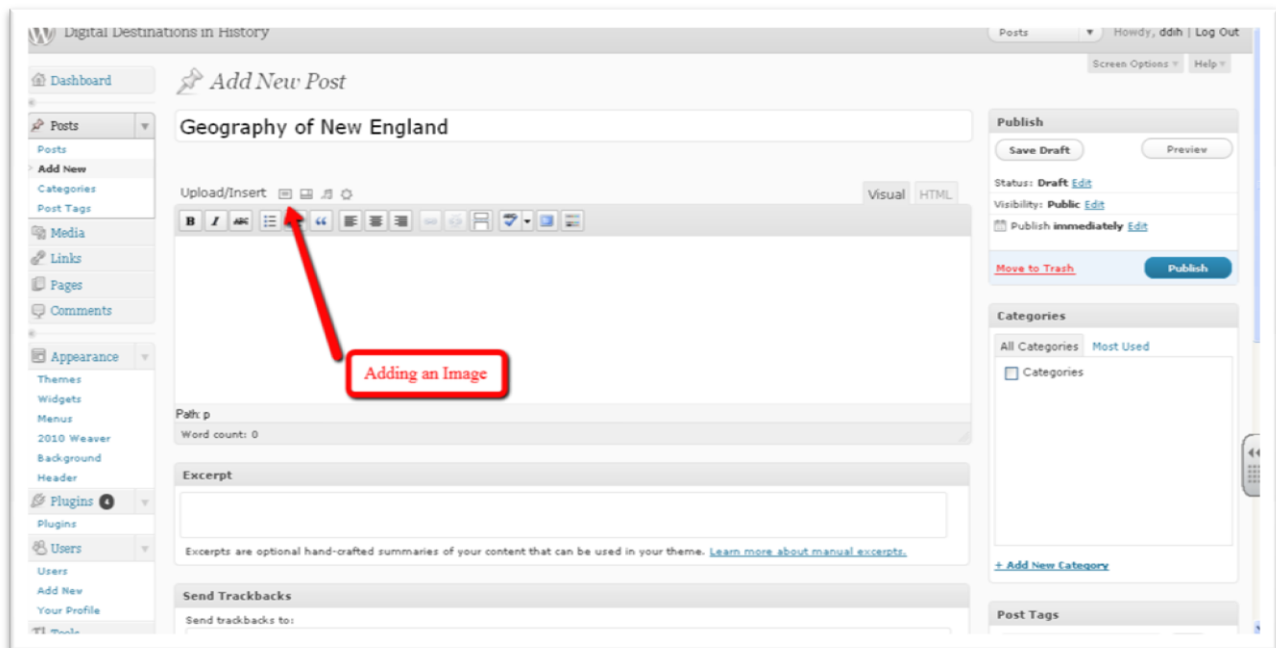
Follow these steps and you should be able to create a post!!!!

Adding and Image to a Post

Adding images to posts makes your blog look professional and helps your readers understand what your post is about.

So Let us add an image

Follow the steps in adding a post and then pay close attention to **UPLOAD/INSERT**



Now you can upload from three different places: **Your Computer, A Hyperlink, and Your Media Library**. Let us first upload from your computer. Click on **Select Files** on the first tab, **MY Computer**.

Add an Image

From Computer

From URL

Media Library

Add media files from your computer

Choose files to upload


Select Files

Cancel Upload

Maximum upload file size: 2MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.



File name: Covered-Wagon.png

File type: image/png

Upload date: November 2, 2010

Dimensions: 757 × 300

Edit Image

Title

* Covered Wagon

Alternate Text

Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Add an Image

From Computer

From URL

Media Library

Add media files from your computer

Choose files to upload

Select Files

Cancel Upload

Maximum upload file size: 2MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.

Click on **SELECT FILES**

Add an Image

From Computer From URL Media Library

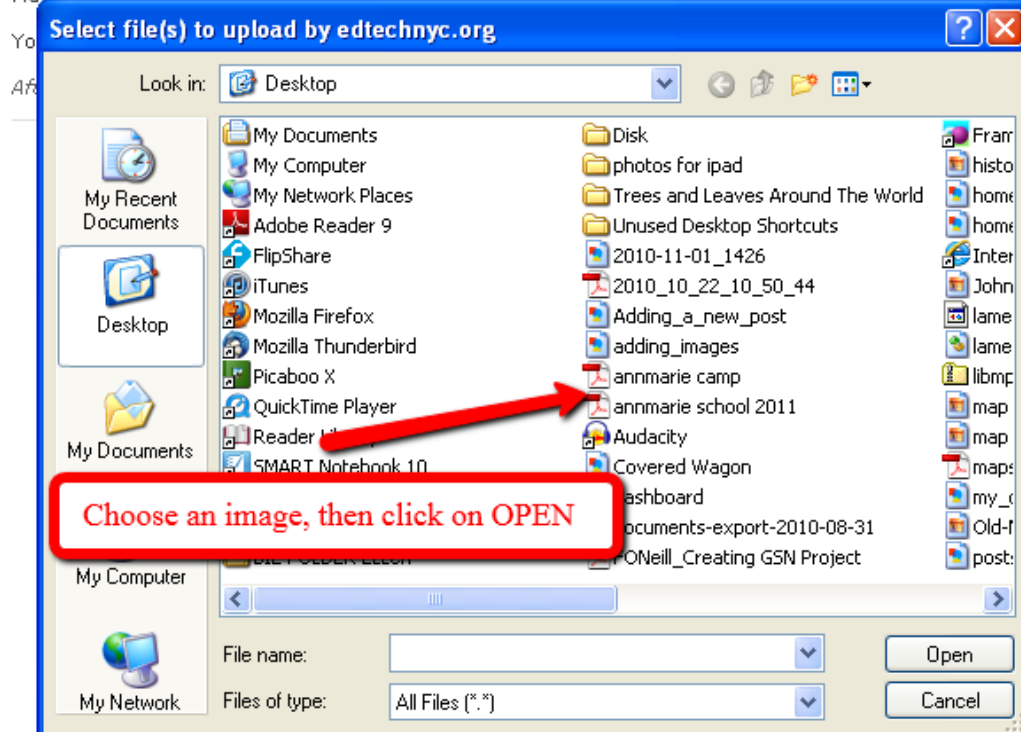
Add media files from your computer

Choose files to upload

Select Files

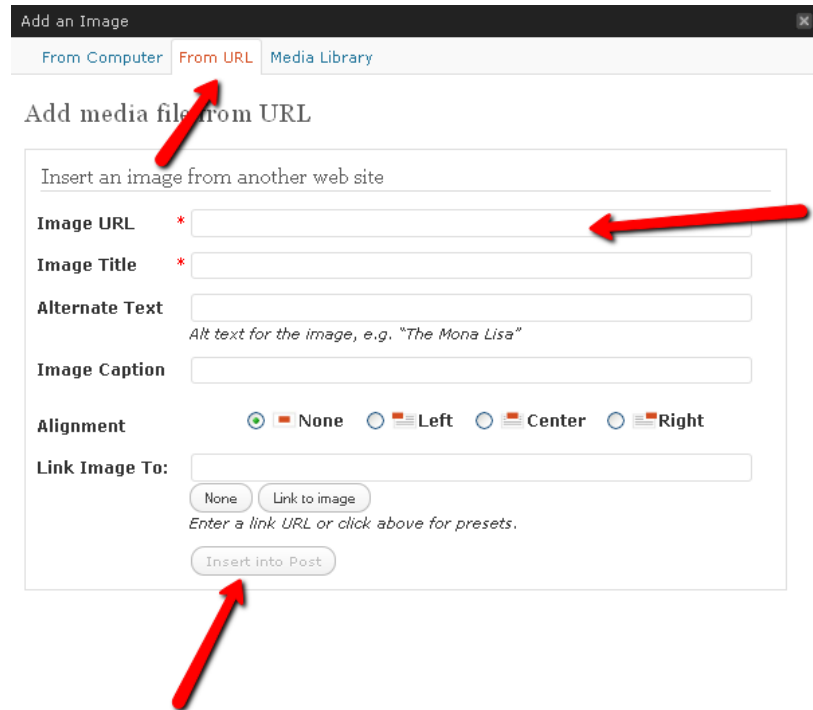
Cancel Upload

Maximum upload file size: 2MB



Uploading an image from a **URL**

Follow the previous steps to add an image. Click on **From URL**, instead of **From Computer**

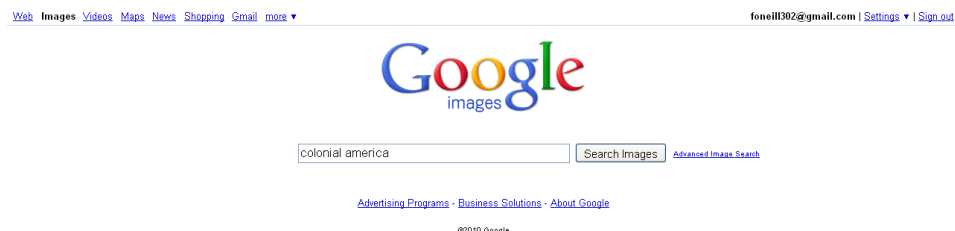


The screenshot shows a dialog box titled "Add an Image" with three tabs: "From Computer", "From URL" (selected), and "Media Library". Below the tabs, the text "Add media file from URL" is displayed. The main form area contains the following fields and options:

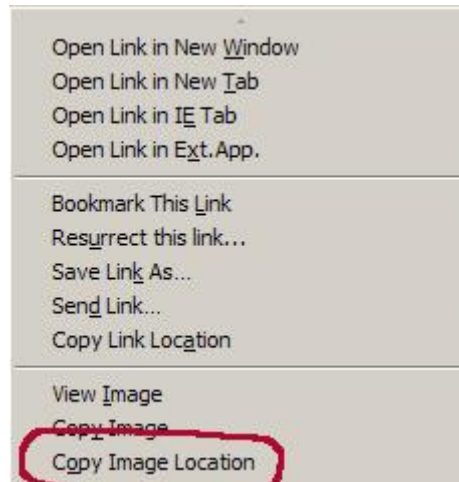
- Image URL**: A text input field with a red asterisk, indicated by a red arrow.
- Image Title**: A text input field with a red asterisk.
- Alternate Text**: A text input field with a placeholder text "Alt text for the image, e.g. 'The Mona Lisa'".
- Image Caption**: A text input field.
- Alignment**: Radio buttons for "None", "Left", "Center", and "Right".
- Link Image To:** A dropdown menu with options "None" and "Link to image".
- Insert into Post**: A button at the bottom, indicated by a red arrow.

Red arrows also point to the "From URL" tab and the "Image URL" field.

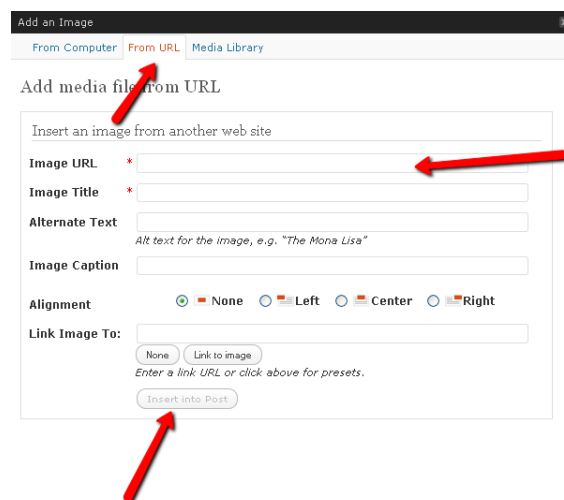
Go to another tab and go to **GOOGLE** or another **WEB SITE**



Choose an image and right click to copy the Image Location



After copying the Image Location, paste the URL. Don't forget an Image Title, which could be anything you choose. Last step is to click on Insert Into Post.



What you will see....

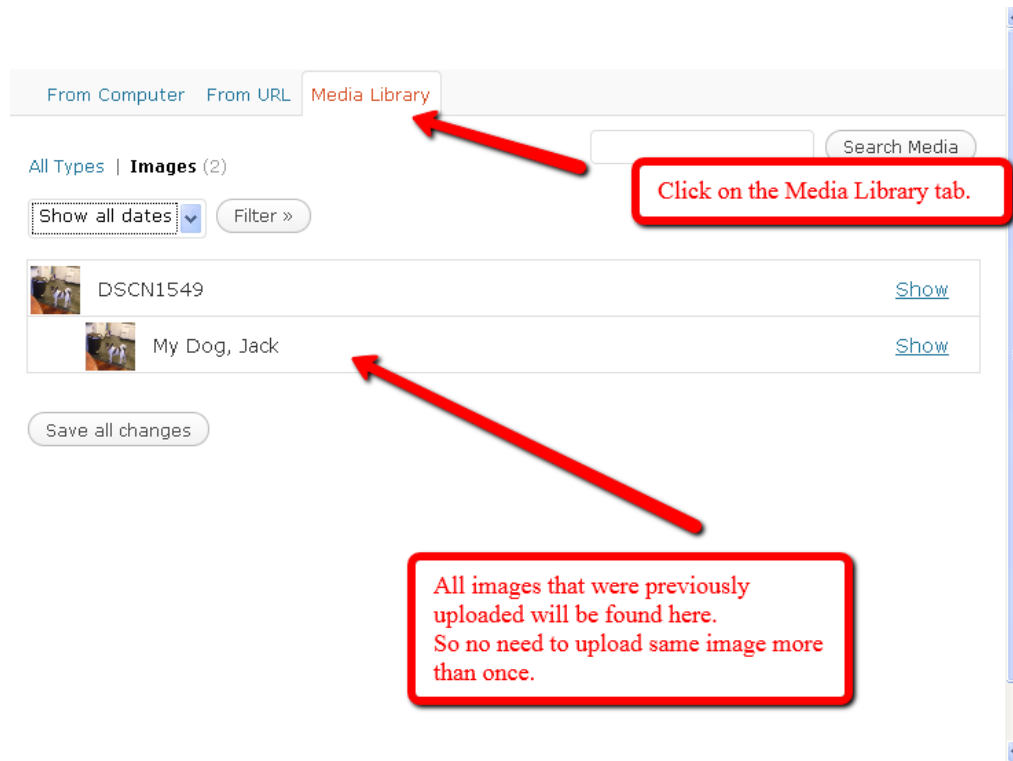
Using the Media Library

So far you've uploaded images by browsing and selecting files on your computer and using the URL address for the image. Now you will learn how to use the **Media Library**. The **Media Library** is a library of the photos/images that you have

uploaded previously. They are saved into the **Media Library** tab. So to check photos/images in your library do the following.

Create a post using the directions above. (Click on **add post** in the dashboard)

Click on the upload images and then look for the **Media Library tab**. This is what you will see.



Look at a blog and a particular post.



Leave a Reply

Your email address will not be published.

Name

Email

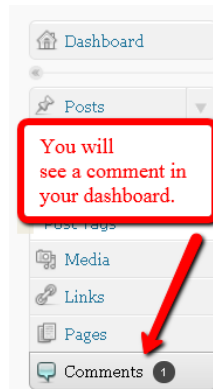
Website

Comment

You may use these [HTML](#) tags and attributes: `` `<abbr title="">` `<acronym title="">` `` `<blockquote cite="">` `<cite>` `<code>` `<del datetime="">` `` `<i>` `<q cite="">` `<strike>` ``

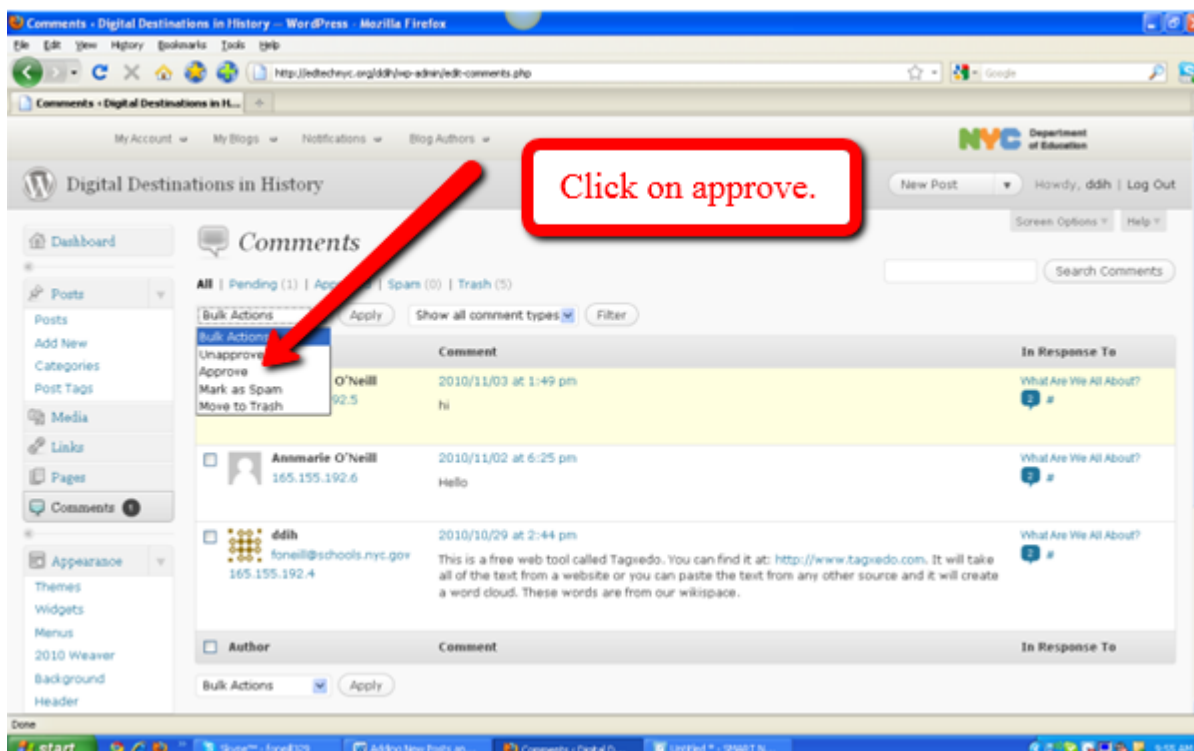
Moderating a Comment

To moderate a comment, you need to go to your **dashboard**. It will need to be **approved**. You will not see these comments until you approve it.



To approve the comment, follow these steps.

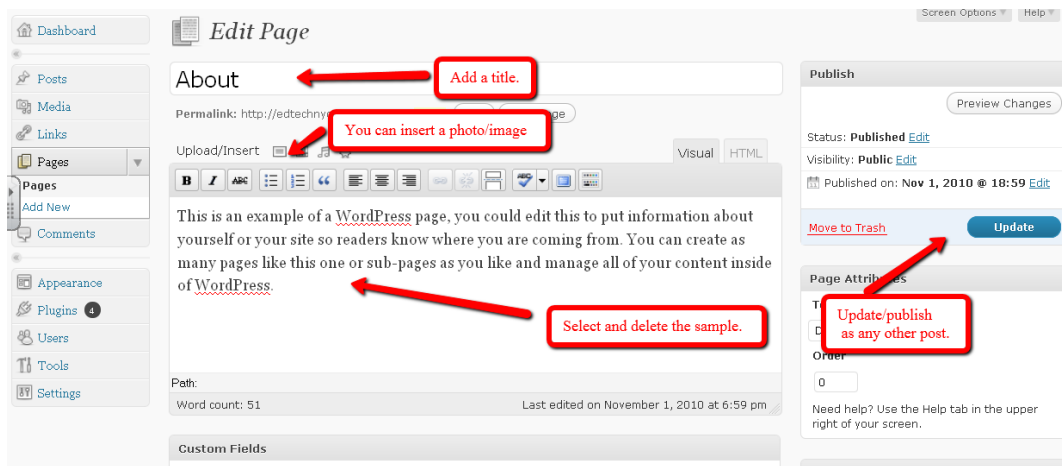
First you need to click on **Comments**. Then choose the comment you want to approve. You will then click on the drop down menu to approve.



Adding Information on the About Page

The About page is a page that gives you a place to tell about your class, give your email address and welcome readers to your page.

Follow these steps. Log in, click on About, then click on Edit.



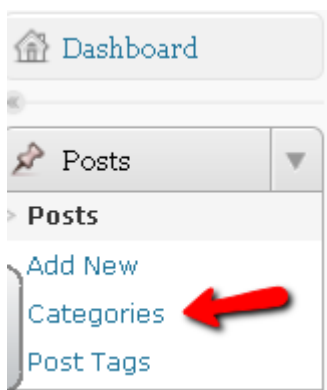
- Remember to Add a Title
- Add an photo/image
- Select and delete the sample text
- Update/publish as any other post

Creating a Category

Creating a Category helps you organize your blog. You can create a post and then separate that post into a category, but the category needs to be created. You can do this several ways. Here is one way. It is a good idea to spend some time thinking about creating a category when creating a post. You will be given some time to map out your blog, posts and categories.

Go to the **Dashboard**

Click on **Posts** and click on **Categories**



You will see the following

NYC Department of Education

Mrs. O'Neill's Blog

My Account | My Blogs | Notifications: 1 | Blog Authors

New Post | Howdy, foneill | Log Out

Screen Options | Help

Dashboard

Categories

Posts

Categories

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Add New Category

Give a Title

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Bulk Actions

Apply

<input type="checkbox"/>	Name	Description	Slug	Posts
<input type="checkbox"/>	Uncategorized		uncategorized	2

Create

Bulk Actions

Apply

Note:
Deleting a category does not delete the posts in that category. Instead, posts that are only assigned to the deleted category are set to the category **Uncategorized**.
Categories can be selectively converted to tags using the [category to tag converter](#).

- Give your category a title (geography, writing, social studies, Period 1, Class 4-302)
- Where it says **Parent**, use to make a sub category
- On Bottom (not shown) click **add category**

Word Press

Glossary of Terms

Blog

A **blog**, or **weblog**, is an online journal, diary, or serial published by a person or group of people.

Blogs are typically used by individuals or peer groups, but are occasionally used by companies or organizations as well. In the corporate arena, the only adopters of the blog format so far have tended to be design firms, web media companies, and other "bleeding edge" tech firms.

Blogs often contain public as well as private content. Depending on the functionality of the [CMS](#) software that is used, some authors may restrict access — through the use of accounts or passwords — to content that is too personal to be published publicly.

Blogging

Blogging is the act of writing in one's blog. To *blog* something is to write about something in one's blog. This sometimes involves [linking](#) to something the author finds interesting on the internet.

- See also: [blogosphere](#), [blogroll](#)

Blogosphere

The **blogosphere** is the subset of internet web sites which are, or relate to, [blogs](#).

- See also: [blog](#), [blogroll](#)

Blogroll

A **blogroll** is a list of links to various blogs or news sites. Often a blogroll is "rolled" by a service which tracks updates (using [feeds](#)) to each site in the list, and provides the list in a form which aggregates update information.

- See also: [blog](#), [blogosphere](#), [feed](#), [news reader](#)
- External links: [News aggregator at Wikipedia](#)

▪ Category

- Each [post](#) in WordPress is filed under a **category**. Thoughtful categorization allows posts to be grouped with others of similar content and aids in the navigation of a site. Please note, the *post category* should not be confused with the [Link Categories](#) used to classify and manage [Links](#).

Comments

Comments are a feature of [blogs](#) which allow readers to respond to [posts](#). Typically readers simply provide their own thoughts regarding the [content](#) of the post, but users may also provide [links](#) to other resources, generate discussion, or simply compliment the author for a well-written post.

You can control and regulate comments by filters for language and content. Comments can be queued for approval before they are visible on the web site. This is useful in dealing with [comment spam](#).

- See also: [blog](#)
- Related articles: [Comment-related plugins](#), [Dealing with comment spam](#), [Settings Discussion SubPanel](#)
- External links: [Hyperlink at Wikipedia](#)

Content

- **Content** consists of text, images, or other information shared in [posts](#). This is separate from the structural design of a web site, which provides a framework into which the content is inserted, and the presentation of a site, which involves graphic design. A [Content Management System](#) changes and updates content, rather than the structural or graphic design of a web site.

Default theme

Every installation of WordPress has a [default theme](#). The default theme is sometimes called the **fallback theme**, because if the active theme is for some reason lost or deleted, WordPress will fallback to using the default theme.

Up to [Version 2.9.2](#) the default theme was the WordPress Default theme (sometimes call Kubrick) and was housed in the *wp-content/themes/default* folder. Starting with [Version 3.0](#), the [Twenty Ten theme](#) became the default (and fallback) theme.

- See also: [Twenty Ten theme](#)
- Related articles: [Child Themes](#)

Draft

- The **draft post status** is for WordPress [posts](#) which are saved, but as yet unpublished. A draft post can only be edited through the [Administration Panel](#), [Write Post SubPanel](#) by [users](#) of equal or greater [User Level](#) than the [post's author](#).

Gravatar

A **gravatar** is a globally recognized [avatar](#) (a graphic image or picture that represents a user). Typically a user's gravatar is associated with their email address, and using a service such as [Gravatar.com](#), a blog owner can configure their blog so that a user's gravatar is displayed along with their comments.

- See also: [avatar](#)
- Related articles: [Using Gravatars](#)
- External links: [Gravatar at Wikipedia](#)

HTML

HTML, or **Hypertext Markup Language**, is the [W3C](#) standard language with which all web pages are built. It is the predecessor to [XHTML](#), but HTML is often still used to describe either one. It is often used in conjunction with [CSS](#) and/or [JavaScript](#).

WordPress strives to conform to the [XHTML](#) standard.

- External links: [HTML 4.01 Specification](#), [W3C org](#)

Meta

Meta has several meanings, but generally means **information about**. In WordPress, *meta* usually refers to **administrative** type information. As described in [Meta Tags in WordPress](#), *meta* is the [HTML](#) tag used to describe and define a web page to the outside world (search engines). In the article [Post Meta Data](#), *meta* refers to information associated with each **post**, such as the author's name and the date posted. [Meta Rules](#) define the general protocol to follow in using the Codex. Also, many WordPress based sites offer a *Meta* section, usually found in the sidebar, with links to login or register at that site. Finally, *Meta* is a [MediaWiki namespace](#) that refers to administrative functions within Codex.

- External links: [Wikipedia's Article on Meta](#)

News reader

- A **news aggregator** or **news (feed) reader** is a computer program which tracks syndicated information [feeds](#), via [RSS](#), [RDF](#), or [Atom](#). Most news aggregators allow one to 'subscribe' to a feed, and automatically keep track of the articles one has read, similar to an email client tracking read emails.
- Many [blogs](#) make their content available in [feed](#) form for the convenience of readers using news aggregators. WordPress can generate feeds in [RSS](#) and/or [Atom](#) formats.

Page

- A **Page** is often used to present "static" information about yourself or your site. A good example of a Page is information you would place on an About Page. A Page should not be confused with the time-oriented objects called [posts](#). Pages are typically "timeless" in nature and live "outside" your blog.
- The word "page" has long been used to describe any HTML document on the web. In WordPress, however, "Page" refers to a very specific feature first introduced in WordPress version 1.5.

Plugin

- A **Plugin** is a group of php functions that can extend the functionality present in a standard WordPress weblog. These functions may all be defined in one php file, or maybe spread among more than one file. Usually, a plugin is a php file that can be uploaded to the "wp-content/plugins" directory on your webserver, where you have installed WordPress. Once you have uploaded the plugin file, you should be able to "turn it on" or Enable it from the "Plugins" page in the administration interface of your weblog. The WordPress source code contains hooks that can be used by plugins.

RSS

- "Really Simple Syndication": a format for syndicating many types of content, including blog entries, torrent files, video clips on news-like sites; specifically frequently updated content on a Web site, and is also known as a type of "feed" or "aggregator". An RSS feed can contain a summary of content or the full text, and makes it easier for people to keep up to date with sites they like in an automated manner (much like e-mail).
- The content of the feed can be read by using software called an [RSS or Feed reader](#). Feed readers display hyperlinks, and include other metadata (information about information) that helps you decide whether they want to read more, follow a link, or move on.
- The original intent of RSS is to make information come to you (via the feed reader) instead of you going out to look for it (via the Web).
- Programs called news aggregators permit users to view many feeds at once, providing 'push' content constantly. See [Category:Feeds](#) for Codex resources about bringing RSS feeds into WordPress. See also [RDF](#) Site Summary.

Sidebar

- The **sidebar**, sometimes called the menu, is a narrow vertical column often jam-packed with lots of information about a website. Found on most WordPress sites, the sidebar is usually placed on the right or left-hand side of the web page, though in some cases, a site will feature two sidebars, one on each side of the main content where your posts are found. A sidebar is also referred to as a Theme [Template](#) file and is typically called *sidebar.php*.

Text editor

- A **text editor** is a program which edits files in *plain text* format, as compared to *binary* format. Using a non-text based word processing program (e.g. using Microsoft Word to edit [PHP](#) scripts) can cause major problems in your code. This is because non-text based word processing programs insert extra formatting into text files, and can corrupt the files when they need to be interpreted by the interpreter. An editor like Notepad does not insert any extra formatting.
-

Theme

- A theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a weblog. A theme modifies the way the weblog is displayed, without modifying the underlying software. Essentially, the WordPress theme system is a way to skin your weblog.

Twenty Ten theme

- Starting with [Version 3.0](#), the [Twenty Ten theme](#) became the default (and fallback) theme. As described in [2010: A Theme Odyssey](#), the Twenty Ten theme serves as a good example theme that includes new theme-based features, and looks nice on a public site. Twenty Ten is a community-developed theme.
- Up to [Version 2.9.2](#), the default theme was the Kubrick theme and was housed in the `wp-content/themes/default` folder. The Twenty Ten theme is housed in the `wp-content/themes/twentyten` folder and is the only theme in the WordPress distribution.